

**New Shoreham Town Council Work Session Meeting  
Town Hall, Old Town Road  
Wednesday, March 6, 2013  
4:00 p.m.**

**Present:** First Warden Kimberley H. Gaffett, Second Warden Kenneth C. Lacoste, Council members Sean J. McGarry, Christopher G. Warfel and F. Norris Pike. Also present were Town Manager Nancy Dodge and for the recording of minutes, Deputy Town Clerk Millicent McGinnes.

First Warden Gaffett called the meeting to order at 4:06 p.m.

**1. Receive and act on Town Manager reports re:  
Finance – General Update**

Town Manager Dodge reported the following:

- The bids are out for the Ball O'Brien Park picnic structure and bathroom.
- The bid for the beach roof repair is going out on Friday.

**Administration**

**1. Transfer Station Operations**

Mr. McGarry recused himself as he is a 50% owner of Block Island Recycling Management (BIRM) which operates the transfer station.

Michael McGinnes was present representing BIRM. Town Manager Dodge distributed RI Resource Recovery summary reports regarding the Town's waste and recycling tonnage as of February and a list of prioritized transfer station repairs submitted by Michael McGinnes.

Mr. McGinnes stated that he believed the winter hours and days of operation the transfer station provides offers sufficient access to their users, noting that they also assist users during their off-hours when asked. It was suggested by the Council that they post signage with their number on the gate for users in need. The Council asked that customer numbers be tracked throughout the rest of the winter schedule, showing the number of users each day the facility is open and tracking the number commercial/construction customers who use the scale. They will meet again at the May work session to review the numbers and discuss next winters schedule.

Discussion ensued regarding increasing recycling, adding a composting program and adding a cultch collection program. Ms. Gaffett suggested further publicizing a list of items that can be recycled. It was suggested that information regarding such – including transfer station hours, be added to the Town's website. Mr. McGinnes stated that they needed to build a larger sorting shed to improve recycling and add the new programs. Ms. Gaffett asked that BIRM provide a plan that includes steps to be taken to achieve the discussed goals.

Discussion ensued regarding the list of prioritized repairs and whether it is BIRM or the Town's responsibility to address them. Town Manager Dodge stated that the Town was responsible for the compactor and repairing the drainage issues. BIRM and Ms. Dodge will meet and discuss future plans and repairs for the transfer station. Mr. Lacoste asked Ms. Dodge to also review Section 3 of the Operating Plan for compliance.

**2. Explanation and discussion by C. Warfel of WCRPC initiative**

Mr. Warfel stated that he was exploring government efficiency software and best practices with municipalities aligned with the Washington County Regional Planning Council. Discussion ensued.

**3. Town Councilman Warfel February 17, 2013 memo re: Ethics concerns and work session/agenda**

Ms. Gaffett explained the agenda process: Council members forward items to her or the Town Clerk and Ms. Gaffett will agenda them at the next possible meeting. The Town Clerk's Office assists in tracking agenda items.

Mr. Warfel expressed concerns over contracts and the bidding process. Discussion ensued. Mr. Warfel stated that he believed the Town Council had unanimously approved not signing

contracts until a policy was in place and that the Council wasn't following that procedure. Ms. Gaffett stated that she would agenda "Service Contract Policy" on a future agenda.

#### **4. General Update**

Town Manager Dodge reported the following:

- Attorney Merolla filed a motion for extension until 3/26/13 regarding the Interstate settlement. There have been no objections and it will be addressed 3/7/13.
- The CRMC will be holding a SAMP meeting here on 3/18/13 at noon regarding the beach plan.

#### **Public Works**

##### **5. Highway Superintendent memo re: Snow Fencing**

It was noted that the Highways Supervisor is willing to act as the coordinator to organize all of the snow fencing initiatives (Conservation Commission, BIRA, etc.). He will create a concise plan and coordinate activities and resources.

Mr. Warfel suggested using fencing with a biodegradable tethering material such as twine. Mr. McGarry noted that the broken posts from the dune rope fencing needs to be removed.

#### **6. General Update**

Town Manager Dodge reported the following:

- The DOT will postpone paving Ocean Avenue until the fall or spring of next year.
- The Highways crew will replace the drain pipe at OA1 on Ocean Avenue.
- The sidewalk just down from Negas Park will be reconstructed.

##### **2. Minutes: February 6, 2013, February 20, 2013 (open and closed), February 27, 2013**

Ms. Gaffett moved to approve the February 6, 2013 minutes as amended. The motion was seconded by Mr. Lacoste and carried.

5 Ayes (Gaffett, Lacoste, Pike, Warfel, McGarry) 0 Nays

Ms. Gaffett moved to approve the February 20, 2013 minutes, open and closed, as amended. The motion was seconded by Mr. Pike and carried.

5 Ayes (Gaffett, Lacoste, Pike, Warfel, McGarry) 0 Nays

Ms. Gaffett moved to approve the February 27, 2013 minutes. The motion was seconded by Mr. Pike and carried.

5 Ayes (Gaffett, Lacoste, Pike, Warfel, McGarry) 0 Nays

##### **3. Review upcoming Town Council and FY14 Budget meetings schedule**

The following budget meeting schedule was set, with all meetings at 7:00 p.m.:

- Town Council Interim meeting – Council receives budget: Wed., March 20, 2013
- Budget work session: Monday, March 25, 2013
- Budget work session: Wednesday, April 3, 2013
- Budget work session: Monday, April 8, 2013 (as needed)
- Budget work session: Monday, April 15, 2013 (as needed)

With no further business to discuss, Mr. Lacoste made a motion to adjourn at 7:12 p.m. The motion was seconded by Mr. Warfel and carried.

Millicent McGinnes, CMC  
Deputy Town Clerk

Approved: March 20, 2013